

## **PUBLIC WORKS COMMITTEE MEETING**

**August 28, 2017**

**2:30 p.m.**

Members Present: Jim Zajkowski, Craig Kittel and Mike Montello

Others Present: Jeremiah Wendt, Mike Darrow, Michael Mroz, Noah Wiedenfeld, Andrew Lamers, Owen Haugen, Tom Mews, and Lori Brinkman

Jim Zajkowski called the meeting to order at 2:30 p.m. Roll call was taken.

Craig Kittel moved to adopt the agenda as presented, seconded by Jim Zajkowski and carried.

Craig Kittel moved to approve the minutes from the May 3, 2017, meeting, seconded by Jim Zajkowski and carried.

### **Urban Forestry Project Update**

Owen Haugen, GIS Intern, gave an update on the Tree Inventory project he's been working on this summer. Noah Wiedenfeld explained the scope of this project and the fact that it began due to Emerald Ash Borer (EAB) disease that has been infiltrating surrounding counties. Owen's focus has been on trees located on public easement areas and in rights-of-way. Owen has been documenting the types, locations, health inventory, and general characteristics of the trees. He has completed approximately 85% of the inventory and believes he will finish by the time his internship is up. He has logged 3,271 trees into the system so far. The three most common trees are the Silver Maple, Ash, and Blue Spruce. There was discussion about trees on private property, notifying residents of infected trees, treatment options for infected trees, and more. Owen explained the early signs of EAB which include treetop die-off and holes bored in the upper tree canopy. There was discussion about treatment and/or removal/disposal of infested trees. There was also discussion about replacing trees. Jeremiah Wendt explained that we have over 100 trees at the gravel bed nursery that can be used to replace diseased trees (crab apple, Lilac, Mountain Ash, Elm). There are brochures that can be given to residents on EAB. The UW-Extension office will be offering a free seminar this fall about EAB.

### **Ponderosa Lane/Norway Pine Circle Stop Sign Request**

Jeremiah Wendt explained the City has received a request to place a stop sign at the three-way uncontrolled intersection at Ponderosa Lane and Norway Pine Circle. Jeremiah outlined guidelines set forth by the Institute of Traffic Engineers to determine the need for a stop sign. This intersection does not meet the criteria for installing a stop sign. A yield sign can also be considered in these situations. Jeremiah recommends not installing a sign at this intersection because of the low volume of vehicles per day (average of 280) and adequate sight lines, and instead encourages drivers to rely on the Wisconsin Statute for uncontrolled "T" intersections (Wis. Stat. 346.18 (3m): "At an intersection where traffic is not controlled by an official traffic control device or by a traffic officer, the operator of a vehicle approaching the intersection on a highway which terminates at the intersection shall yield the right-of-way to any vehicle approaching the intersection on a highway which continues through the intersection.").

Jeremiah asked the Committee if they would like to review each request that comes in for stop signs at uncontrolled intersections or if they would like Jeremiah to determine whether or not the intersection meets the criteria for adding a sign. The Committee agreed that Jeremiah can follow the guidelines and only involve the committee if/when there is an appeal.

Jim Zajkowski made a motion to deny the request for a stop sign at the intersection of Ponderosa Lane and Norway Pine Circle, seconded by Mike Montello and carried.

### **Second/Third Street Parking**

Jeremiah Wendt explained that as the Public Works staff began preparing to repaint parking lines on Second and Third Streets, it became apparent that the existing layout does not meet the City's requirements for vision triangles, nor do the spaces meet the dimensional requirements set forth in the zoning ordinance. In order to comply with the requirements, the number of parking spaces and their orientation need to be modified. Jeremiah presented several sketches outlining the various options Staff have developed. He also mentioned that the bike path may possibly cross through on Second Street (to connect from the east side of Knowles to the west) and we need to take that into consideration as well.

There was much discussion on this topic. Jeremiah is not looking for a recommendation or approval at this point; he wants to get the discussion going and have the Committee bring suggestions forward.

Tom Mews (First National Community Bank president) understands the situation and stated his concerns with the parallel parking options. He's concerned about taking parking spots away and states people are hesitant to use parallel parking spaces. Craig Kittel agreed that he does not want to take away parking spaces.

Mike Montello stated that we need to figure out where the bike path will go before determining parking layout on Second and Third Streets. Does the bike path need to go on Second Street (it needs to be at a controlled intersection)? He wondered if it could be moved to Fourth Street or Sixth Street which also have controlled intersections.

Several parking and traffic flow ideas were discussed. Mike Darrow recommends gathering more information regarding current ordinances, policies, accident data, etc., and bringing this topic back at next month's Public Works Committee meeting.

Mike Montello made a motion to table the topic of Second/Third Street parking, seconded by Jim Zajkowski and carried.

### **Knowles/Minnesota Alley between W Second and W First Streets**

Jeremiah stated the City owns an odd-shaped parcel adjacent to the Knowles/Minnesota alley between West Second and West First Streets. One of the adjacent property owners has inquired about the possibility of the City dividing the parcel among the adjacent property owners. Jeremiah recommends having a new certified survey map done for this area and dividing the parcel between the business owners along the property.

Mike Montello made a motion to approve the City looking into the costs of having the land re-surveyed and divided, Seconded by Craig Kittel and carried.

### **Pershing Avenue Parking**

At the Public Works meeting on May 3, 2017, discussion took place on vacating a portion of Pershing Avenue which would allow for additional parking at Immaculate Conception Church. A local resident expressed concern about parking on this street which may limit access for emergency vehicles. Jeremiah Wendt and Fire Chief Jim Vanderwyst drove the street with the ladder truck (the longest fire truck) to determine what parking restrictions need to be in place to allow access for emergency vehicles. City Staff is recommending signage and yellow curb paint to designate areas on West First Street, Pershing Avenue, and West Second Street as non-parking. Mike Montello suggested sending out courtesy letters to the church and residents so they are aware that the changes will be coming.

Jim Zajkowski made a motion to approve the parking as recommended by City Staff and make the changes effective October 1, seconded by Mike Montello and carried.

### **Cemetery Fence**

Michael Mroz gathered quotes for replacement of the cemetery fence along Starr Avenue. The estimated cost for a 4-foot black chain link fence is \$12,160, and the estimated cost for a 6-foot black chain link fence is \$14,440. There are no funds in the 2017 budget for this project, therefore, Staff recommends removing the existing fence and allocating funds in an upcoming budget cycle.

Jim Zajkowski would like Staff to look into the cost of planting hedges along the border for a more natural boundary. Michael Mroz agreed to look into the cost of hedges.

Craig Kittel made a motion to table the cemetery fence discussion for further investigation, seconded by Jim Zajkowski and carried.

### **Communications and Miscellaneous**

Craig Kittel wondered if the speed limit signs had been placed in Whispering Prairie; Michael Mroz said they had.

Mike Montello moved to adjourn the meeting, seconded by Craig Kittel and carried.

Meeting adjourned at 3:52 p.m.

Minutes submitted by Lori Brinkman